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ABSTRACT

This orientation manual serves as a general guide to the role of the public library trustee in the state of Nevada. It is designed to provide the trustee with basic information and to be used as a quick reference tool for helping the trustee do the job in an efficient and effective manner. The guide endeavors to provide a map by which the opportunities, responsibilities, and liabilities of serving as a public library trustee may be explored. Topics covered in this handbook include understanding the role and responsibilities of a public library trustee; ethics statements for library trustees; library board organization; library policies; financial management; planning and evaluation; public relations; and an overview of both the Nevada State Library and Archives organization and the Governor's Literacy Coalition Advisory Council. A list of suggested reading, a glossary, and state laws that affect public libraries are also included. (JLB)

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TRUSTEE HANDBOOK

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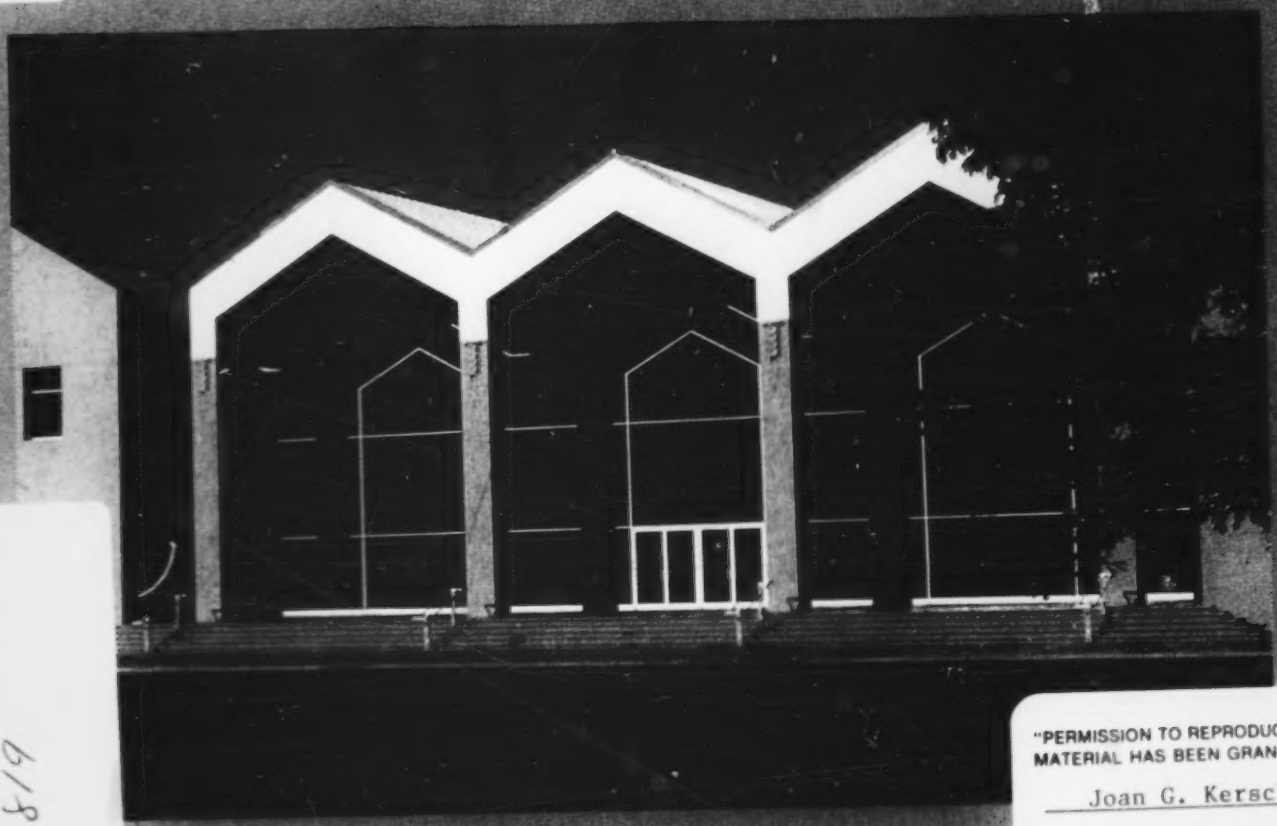

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NEVADA STATE LIBRARY & ARCHIVES

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NEVADA PUBLIC LIBRARIES:

A HANDBOOK FOR TRUSTEES

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NEVADA STATE LIBRARY AND ARCHIVES
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February 1993

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FOREWORD

Public libraries in Nevada continue to face demands for increased and improved services. In a rapidly changing society, our public libraries cannot afford to remain status quo, but must continue to change to meet the service and information needs of our citizens.

As a trustee, you have been appointed to see that your library system is being funded and managed in such a way as to provide services within the resources available and according to state law. It is through your leadership that public libraries will continue to grow and play an active role in educating and informing the people in your communities.

This manual will help you fulfill your trustee responsibilities by introducing you to some of the basic concepts of trusteeship. An overview of state laws that affect the board, and you as a trustee, is also included.

ACKNOWLEDGEMENTS

Thank you kindly to Joan Kerschner, Director of Nevada State Library and Archives (NSLA); Diane L. Baker, Library Development Officer NSLA; Joyce C. Lee, Assistant Director of Nevada State Library and Archives, and Emmy Bell, State Literacy Coordinator for their valuable contributions to this manual.

Also, grateful acknowledgement goes to the whole library staff at the Nevada State Library and Archives for providing library materials for the manual content. Best wishes and happy trails to everyone involved in this project.

THE NEVADA LIBRARY ENVIRONMENT

Nevada has been and continues to be one of the nation's fastest growing states. The rapid growth areas are focused in the two most urban counties, Clark and Washoe. The remaining population resides in 15 rural counties, where there are as few as .4 persons per square mile in one county.

In the fastest growing counties, the economic base has been expanding, with the library share generally increasing, but at a slower rate. Not all counties have seen this growth. Some rural counties have seen some limited economic gains; however, many are stagnant and the libraries are often negatively impacted.

There are currently 24 public library entities serving the Nevada public: thirteen county libraries, seven community libraries, two city libraries and four district libraries. There is library service in all regions of the state. Some areas have only a minimal level of service available and the populace is underserved.

Volumes per capita held by Nevada's public libraries have increased by 13% since 1985; from 1.54 to 1.75 volumes per capita. Circulation per capita has jumped from 4.03 in 1985 to 5.06 per capita - an increase of 25%.

The residents of Nevada have a wide range of needs for library services - recreational, informational, cultural and research. It is critical that all Nevada residents have access to information regardless of age, income, education, employment or physical condition. A significant part of the population use libraries; yet, others may have limited access because of economic, educational, geographical or physical barriers. The Nevada State Library and Archives (NSLA) endeavors are to provide all residents of the state with adequate library and information services through strengthening resources and services of libraries statewide.

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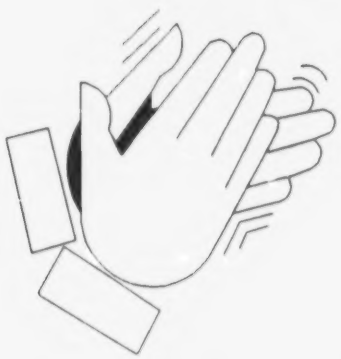
SECTION 1: INTRODUCTION

Congratulations on your appointment to serve as public library trustee for your community. You are to be commended for your interest and involvement. Your active participation is needed to help Nevada public libraries grow stronger and increase services to meet the information needs of the people of Nevada.

This orientation manual is provided to serve as a general guide to help you get started and become comfortable with the role of public library trustee. It is designed to provide you with basic information and to be used as a quick reference for helping you do your job in an efficient, effective manner. This guide endeavors to provide you with a map by which you can explore the opportunities, responsibilities, and liabilities of serving as a public library trustee. The libraries referred to in this handbook are public libraries.

All library boards are bound by a variety of state laws which govern their operating procedures. A condensed listing from the NEVADA LIBRARY LAWS has been sent to every library system and is available for your reference and review.

Each library in every community across the state is unique. Use this publication in the development of your individual role and participation as a public library trustee.



SECTION 2: UNDERSTANDING YOUR ROLE AND RESPONSIBILITIES

What Makes a Good Trustee

The best trustees are those who are:

>Sincerely interested in the library and believe libraries are vital to education and the continued growth of the community

>Active and in touch with community needs and resources

>Willing to work to secure adequate funding and important legislation and

>Willing to give the time and effort needed for projects, board meetings, and other library activities.

Responsibilities

As you take on the role of public library trustee, you must be prepared to become familiar with state library laws and be willing to:

>get to know the organization and funding source(s) for your library or library system

>attend all meetings of the board

>become familiar with existing board policies, and monitor and develop board policies as the needs of the library change

>develop a working relationship with your library director, with whom you employ and entrust the day-to-day operation of the library

>work to develop plans, goals, and objectives

>work to secure adequate funding for library materials, programs, and progress

>participate in a planned library public relations program and

>draw on the information and resources provided by your library director and the Nevada State Library and Archives.

SECTION 3: ETHICS STATEMENTS FOR LIBRARY TRUSTEES

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and be in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept membership on a library board are expected to perform all of the functions of library trustees.

Approved by the PLA Board of Directors and the ALTA Board of Directors, July 8, 1985.

SECTION 4: LIBRARY BOARD ORGANIZATION

Powers and Responsibilities of Boards

While the statutory language authorizing various library boards differs, the legal authority of all policymaking boards is similar. Nevada trustee board members carry out their tasks by making decisions in five basic areas:

>setting library policy

>managing money

>hiring and working with the library director

>carrying out public relations and planning.

Nevada Open Meeting Law

All regular meetings, special sessions and workshops of the board must be open to the public. Remember, the library belongs to the community; its governance is entrusted to the board of trustees. Public involvement and citizen awareness of the operations, plans, and problems of the library can be beneficial.

Nevada's open meeting law, as amended July 1, 1991, requires specific actions of the board including, how and when to post agendas, minutes, and what constitutes closed session. Only items that have been clearly defined and agendized may be voted on in the meeting. Items that are too vague, such as future plans, cannot be action items. Although a closed personnel session is permissible (but not required for personnel matters), the board may not take any action in a closed meeting regarding that individual's employment. The American for Disabilities Act (ADA) requires that accommodation be provided the disabled in attendance. This should appear on the meeting posting and can include sign language interpreters, hearing amplification or other arrangements. See Supplement 5 for a basic meeting posting form.

The complete text of the law, definitions and answers to common questions, are published in the booklet NEVADA OPEN MEETING LAW MANUAL, from the Office of the Attorney General, July 1991 and is available at every public library.

Continuing Education For Trustees

The education of Board members should not cease after the orientation, but must be a continuing process. The needs of the library and the community change constantly. The Board member should also keep aware of new trends and new methods in the library field.

An obligation of library trusteeship is to keep informed and local library boards are not far from excellent sources of help through organizations in the library field. Groups exist to share ideas and to give guidance as well as to form a leadership level to work for advances in the field.

It is appropriate to use library funds for membership in appropriate organizations and for workshops and seminars which are part of continuing education for trustees and staff. To be involved in the future of the library, in determining and supporting legislation, in learning about problem-solving, in discussing programs and progress, in becoming a more skilled trustee---- JOIN!

The continuing education activities are especially valuable, and trustees who can make the time commitment should be helping to plan programs, serving on task forces and committees and contributing ideas from the citizen/trustee standpoint. (Trustees should be aware of opportunities to increase effectiveness of staff by providing funds and release time for employees at all levels to improve their performances.)

The Nevada Library Association (NLA) works on issues and programs about current and future needs of libraries of all types. NLA follows legislation on a continuing basis and has a legislative network to which trustees should belong in order to be involved in lobbying for favorable legislation. At the organization's annual meeting, programs, workshops, and membership meetings are designed to share information, discuss problems and work toward the future goals of library services in all types of libraries in the state and nation.

The American Library Association (ALA) is a national organization open to everyone interested in libraries. ALA speaks for library services and the interests of all types of libraries. The organization meets annually in early summer for a week of programs and interaction, supplemented by preconference and often postconference sessions, special seminars, and workshops. ALA committees and boards and Council meet in a January session called Midwinter to manage the business aspects of the association and plan for the activities of the units offered to members in a variety of forms, including an active publication program.

The American Library Trustees Association (ALTA) is one of the divisions of ALA and has been providing programs and services for trustees (and librarians) since 1890. Some recent workshop titles include liabilities of trustees, combined school and public libraries, funding the White House Conference on Library and Information Services, and evaluation of services and personnel. Publications on topics of interest to trustees, consultant on problems of board operation and management and referral of questions to volunteer trustees who serve as ALTA at the ALA headquarters in Chicago. ALTA also has a list of speakers who are available for programs and conferences. Boards should include at least one trustee membership in ALA/ALTA in their budgets and encourage trustees to attend the annual conference and participate in committees as time and funds allow. Current information on appropriate persons to reach may be obtained from the Nevada State Library and Archives.

Additionally, board members should actively keep abreast by reading selected publications such as FLASH, INTERCOM, LIBRARY JOURNAL, WILSON LIBRARY BULLETIN, and AMERICAN LIBRARIES. Another way to keep current is by meeting Board members from other communities through participation in the library associations and by attending workshops and conferences. Visiting other libraries is yet another way to keep current, especially if the library to be visited has a successful project which can be examined.

Sample By-Laws for Boards of Trustees

Article 1: Name

This organization shall be called "The Board of Trustees of the Library" existing by virtue of the provisions of Chapter 379 of the Nevada Revised Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article 2: Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex officio voting member of all committees, and generally perform duties associated with that office.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep a true and accurate record of all meetings of the board,shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The treasurer shall be the disbursing officer of the board, co-sign all checks, and shall perform such duties as generally devolve upon the office. He shall be bonded in an amount as may be required by a resolution of the board. In the absence or inability of the treasurer, his duties shall be performed by such other members of the board as the board may designate.

Article 3: Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in_____.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.

(a) Roll call of members
(b) Disposition of minutes of previous regular meeting and any intervening special meeting
(c) Director's financial report of the library
(d) Action on bills

(e) Progress and service report of director
(f) Committee reports
(g) Communications
(h) Unfinished business
(i) New business
(j) Public presentation to, or discussion with, the board
(k) Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of _____members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of _____members of the board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article 4: Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall appoint and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have the interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article 5: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds(_____) of the members of the board shall be present and two-thirds of those present shall so approve.

Adapted from: The Library Trustee, A Practical Guidebook by Virginia G. Young. Bowker, 1978, pp. 165-167.

SECTION 5: LIBRARY POLICIES

Policy Making

Written policies are essential for efficient library operation. Policies are developed by the library board, with input from advisory boards, to advance the goals and objectives of the library. Establishing operating policies and procedures helps to reduce trustee liability and provides clarity and organization for library staff. Don't forget to include policies on the use of computers, videotape collections, and database searching.

Policies provide the foundation upon which the library director and library staff maintain the day-to-day operation of the library. It is important that policies be reviewed on a regular basis to ensure that they are both practical and consistent with state and federal law.

To be effective and promote the success of the library, policies should not be too rigid. Trustees should be careful not to "over-administrate." Remember that the library board has employed a professional library director to handle the day-to-day operation of the library.

Policies should be developed that are current and allow for the efficient and productive operation of the library. The following is a suggested list of the types of library policies the library board should adopt and all boards should become familiar with:

>service policy	>personnel	>sexual harassment
>collection development	>use of facilities	>drug-free workplace
>interlibrary loan	>circulation	>employment of HIV persons
>public relations	>confidentiality and	>behavior.

Library Policy Manual

Decisions which are meant to be followed as policy should be recorded and organized for easy public access. This is usually accomplished through a Library Policy Manual. The policy manual should contain written policies covering the following areas;

(1) General library goals and objectives.

(2) Use of the library by groups, taking into consideration fees, eligibility, meetings open to public, priority of library activities, restrictions for frequent or regularly scheduled users, reservations and applications, maintenance, refreshments and smoking.

(3) Public services to include: eligibility for use, registration requirements and forms, loan periods, renewals, reservations, fines, charges, overdue schedules, audiovisual and automated services, reference service: scope, type and depth, hours open, hours of staff duties, special collections, extension and outreach services: branch libraries, book mobiles, books-by-mail, homebound, disabled, and institutionalized.

(4) Public relations and publicity: scope and emphasis, staff and Board participation, and materials distribution.

(5) Services and relationships to public and private schools, and specialized groups.

(6) Cooperation with other libraries: need for, type of, and affiliation and reciprocal arrangements.

(7) Volunteers: rules and responsibilities; relation to staff; recruitment, selection and termination; duties and limitations, recognition and awards, and Friends groups

(8) Collection and Selection Policies: philosophy and goals, community analysis profile, responsibility of librarian for selection; type and format of collection; scope and emphasis of collection; maintenance of collection - replacement, disposal, damaged materials; cooperative collections - schools, government; gifts and special materials - conditions for acceptance and maintenance and disposal of property, paintings, equipment, money, denomination, historical and local interest, gifts for memorial purposes; recognition of gifts by library; controversial materials, special programs; confidentiality of patron records; labeling, complaint and reconsideration of materials procedure; adoption of American Library Association Library Bill of Rights and Freedom to Read Statement.

(9) Buildings and Physical Facilities: site selection and relocation criteria and standards for headquarters, branches and bookmobile stops; acquisition and ownership; insurance and maintenance and use of building and equipment; bulletin boards, displays and distribution of free materials.

(10) General Management Policies: authority and responsibilities of board in relation to local government and library director; sources of financial support; bids for equipment and services; purchasing and budgeting; payroll records management and audit; telephone, mail and delivery services; use and maintenance of library equipment and vehicles; staff and public parking including areas for the disabled; inventory and insurance; security, problem patrons and emergencies.

(11) Personnel: Policies are usually based on guidelines of local government agency and must comply with Equal Employment Opportunity Act (1972) and include: chart of structure of organization of the library and the flow of authority; authority for hiring and firing procedures, including probation periods, tenure and evaluative procedures; pay policies, including overtime, merit increases, frequency of payment; hours of employment: schedules including meal and rest periods, holidays, sick leave, authorized leave, military leave, jury duty, time to vote; employment benefits: insurance, pensions, worker's compensation; grievance and appeals procedures; termination of services: resignation, dismissal, suspension, retirement, death; training, continuing education, payment to attend library professional meetings, conferences and workshops; use of volunteers and substitute staff.

The final consideration is to ensure that every policy the Board of Trustees approves does not conflict with any local, state, or federal legislation or rule. For instance, library personnel should be provided with a written policy on holidays, vacation and sick leave, a salary schedule, a personnel classification chart, and be provided a retirement plan. In most cases, the local governing body will establish policies and plans in these areas and administer the programs for

all its employees, including the library staff. The Board need only ensure that all such policies and benefits are equitable, reasonable and that the rights of employees are protected.

Collection Development Policy

The library board of trustees is responsible for adopting the collection development policy for the library system. The policy should protect the rights of library users. It should address any and all questions regarding the preservation of an individual's right to know.

A formal collection development policy is vital for the growth and development of your library. This document should define and explain the library community, the community's library needs, and how the library will strive to meet these needs.

In the policy, the library director and library staff should be charged with the responsibility for selecting and acquiring materials. In addition, the policy should make provisions for selection, reviewing the collection, gifts, memorials, discarding of materials, intellectual freedom, and selection complaints.

The policy should promote intellectual freedom, providing access to a wide variety of ideas, both popular and unpopular. When evaluating or drafting collection development policy, review the ALA's INTELLECTUAL FREEDOM HANDBOOK, THE LIBRARY BILL OF RIGHTS, AND THE "FREEDOM TO READ" statement of the ALA and Association of American Publishers.

The policy should be a selecting policy, not a censoring policy. A collection development policy is a proactive, positive process. A censoring policy is isolationist and exclusionary.

It is the role of libraries to safeguard the intellectual freedom of all and to provide access to all types of thoughts, ideas, doctrines, and information. It is the role of the board of trustees to ensure that all segments of the community's population are considered when library selections are being made.

A collection development policy should include:

>overview of community

>overview of library patrons

>library mission statement

>intellectual freedom statement/commitment

>statement of the administrative and advisory boards' collection development role

>statement of library staff's responsibility for collection development

>purpose of collection

>statement on subject area and material formats

>overview of selection standards and selection process

>overview of discarding standards and process and

>selection complaint process.

Just as important as having a proactive collection development policy is having the agreement and support of all trustees and library staff for the policy. If you as a trustee cannot stand behind the selection policy of your library system, then work with your library board and library director to develop a policy with which everyone is comfortable.

Lack of support for any established policy, but especially a collection development policy, threatens effective library operations and services.

Master Plans

Trustee Boards not only SHOULD be planning for the future, they are REQUIRED to plan by state law. Nevada Revised Statute 379.003 states, "The governing body of every public library in this state shall develop, through a continuing process of planning a master plan for the library or libraries for which it is responsible, including plans for levels of library services and resources, and shall submit the plan to the Nevada Council on Libraries. The master plan must be designed to extend 5 years into the future and must be made current at least every 2 years.

(Added to NRS by 1981, 996)

SECTION 6: THE LIBRARY BOARD AND THE LIBRARY STAFF

Job Description

As with all personnel, establishing a formal job description and outlining duties and responsibilities are vital. It is important that each library director receive a job description for his or her specific job and library system. This will highlight expectations, responsibilities, and duties of both the library director and the library board.

A detailed job description will also provide a mechanism for performance reviewed by the library board and help facilitate professional growth.

Library directors, as prescribed by state law (NRS 379), should:

>administer and establish procedures according to the policies established by the board of trustees

>employ staff with the approval of the board of trustees

>prescribe staff duties and evaluate performance

>remove staff members for cause

>prepare the library budget

>manage finances and statistics

>report to the board(s) of trustees and

>other acts necessary for the orderly and efficient operation of the library system.

Roles

Both the board(s) of trustees and the library director have distinct roles. The boards are charged with the overall progress and growth of the library, not the day-to-day operation.

The director is a library professional, with experience and specialized training to conduct and maintain library operations. Other important components of the director's job are to motivate employees, gather data on current performances, set goals for improvement, establish a data collection device, provide positive reinforcement, give ongoing feedback, and use team building.

Trustees are chosen to represent the lay community and ensure that community needs are met. The board, with input from the library director, should develop policies and then allow the director to execute them. The library director's primary responsibity is the operation of the library and, therefore, he or she is required to have a better concept of the practical needs of the patrons and staff.

Library trustees and the director should have a good working relationship-drawing on the strengths and knowledge of each. The community and library service are harmed if an adversarial relationship exists between the director and the board.

SECTION 7: FINANCIAL MANAGEMENT

Quality library service begins with an adequate budget. A major obligation of the Board is to make sure that the library has sufficient funds to operate properly. Each board member should:

> Know the library's financial base and background
> Know the governmental unit(s) allocating the local appropriation
> Know the local government's resources of tax monies and the library's fair share
> Know the grants available from the state and federal government
> Understand the basics of legal regulations and reporting required for library funding
> Understand the financial needs of library operation and plan for funds needed for growth and expansion
> Investigate other possible sources of funding: a bond issue, endowments, trusts, memorials, dedicated tax revenue, gifts, foundation grants, donations, fines, and gifts.

The budget expresses the library's plan and objectives in financial terms. Too often, the library operates on the basis of what is offered, accepting insufficient appropriation and developing library service on that basis.

The community must be involved in the planning process for the library and its plan to gain solid community support. Recommendations about programs, current services and priorities should be sought from the staff, trustee members, and community members. A budget should be drafted to reflect the ideal. However, the library's budget must be realistic since the library is only one of many services provided by the governmental unit.

Funding from state grants, federal monies and private donations should be considered as supplemental and never as a means of lowering governmental appropriations. The local appropriation must be large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to provide services beyond this minimal acceptable level.

Nevada Library Finance

Information concerning finances for Nevada's libraries is found in the annual publication, NEVADA LIBRARY DIRECTORY AND STATISTICS published by the Nevada State Library and Archives. Every public library in Nevada has a copy and board members will find it a useful source of information.

Public libraries are financed in various ways in Nevada. County and city libraries are primarily funded by property taxes and general funds; however, district libraries (currently, Las Vegas County, Henderson, Boulder City, and Pahrump districts) have separate taxing authority from that of the counties in which they are located. In addition to local funding, libraries may receive additional funds by providing services to other jurisdictions on contract. (Elko, for example, contracts with Eureka and Lander counties) and state and federal programs also provide additional funds on a grant basis. These grant programs are advertised in the quarterly INFOCONNECTION (published by the Nevada State Library and Archives) which is mailed to all public libraries.

In addition to state grants, federal funding through The Library Services and Construction Act, generally referred to as LSCA, is the Federal Act that authorizes federal funding for American libraries. Administration of LSCA is directed by the U.S. Department of Education, and the act is re-authorized by Congress approximately every five years. LSCA funds are available under eight programs: Title I, Public Library Service; Title II, Public Library Construction; Title III, Resource Sharing among all Types of Libraries; Title IV, Library Service to Indians and Native Hawaiians; Title V, Foreign Language Acquisition; Title VI, Literacy Programs; Title VII, Evaluation and Assessment; and Title VIII, Library Learning Centers.

The Nevada State Library and Archives has been given responsibility for administering Titles I, II, and III - the state-level grant programs. The remaining titles are centrally administered by the Department of Education in Washington, D.C.

SECTION 8: PLANNING AND EVALUATION

Planning Process

Planning is the process of setting goals for the library system based on research, insight, and background information, and then developing precise objectives to help meet the established goals. Objectives serve as the vehicle which lead to the goals.

A plan addresses the following questions:

>where are we now

>what do we want to do

>where do we want to go

>how can we accomplish this

>how long should it take us and

>how will we evaluate our work?

Planning is simply establishing priorities to use personnel and resources effectively in order to provide services that the community wants and needs from the library system.

A systematic approach should be taken when developing a plan. This process should be divided into several stages-information gathering, situation overview, goal setting, developing a timetable, and setting practical objectives to accomplish in reaching the goal.

Information Gathering

Before you can plan for the future, you must know where you are now. The background, history, and trends of the library system must be explored before effective goals and objectives can be developed.

Facts and figures about the library system service and operation, service area population, and library trends are important. Input from the library director, library staff, friends of the library, and the general public is critical. To successfully plan for the future, trustees must have the benefit of hard facts, professional insight, and public interest.

Outside consultants (e.g. automation consultants, building consultants) are often of great help. Consultants bring third-party objectivity to the planning process, providing a fresh point-of-view and expert advice.

Situation Overview

This is a brief, narrative summary reflecting what the board, consultant, or committee has learned from the information gathered. This summary is the starting point for setting priorities for the library system.

Based on the information gathered and the consultant's findings, trustees should develop priorities based on the needs of the community and financial and practical capabilities of the system.

Mission Statement

Each public library system should develop a mission statement that briefly explains the purpose or role of the library system. This statement is generally based on the goals and objectives of the library system and summarizes the library system's major emphasis in relation to services and resources. Examples of mission statements for the state library and the literacy council appear in later section.

Goal Setting

Goals should be developed that support the mission statement of the library system. These are long-range ideals the library wants to achieve and should be phrased as general statements, with broad aims and points to be attained. Goals should be flexible and describe the end, action, or ideal that the board wants to achieve.

Developing Goals

While developing the goals of the library system, trustees should keep in mind the practical aspects of attaining them. It is easy to get caught up in the excitement, working toward a goal and expecting immediate results - but this is rarely practical.

It is essential that the director, staff, and trustees be involved in implementing the plan take part in the drafting of the plan. Library personnel are invaluable when trying to develop a practical timetable for implementation of the planned objectives.

Timetables are necessary so that the board has a basis upon which to evaluate the success or effectiveness of the plan's progress.

Setting Objectives

Unlike goals, objectives are quite specific. Objectives are short-range goals or actions that must be taken in order to reach an identified goal.

Objectives are carefully detailed and designed to support one or all of the board's overall goals. A specific timetable for the execution of such objectives is necessary.

Public library trustees are responsible for planning, organizing, and operating the library system so that such system adequately meets the needs of all segments of the community it serves.

Planning is an ongoing task and must address practical needs while considering budgetary, physical, and personnel resources. A written plan is like a map, guiding library growth and development as the needs of the community change.

Building a Library

The construction or remodeling of the library building is one of the most exciting and ambitious projects that a trustee board can undertake. Careful planning is essential to a successful building program.

The library's initial step is the formation of a building team which can draw in a variety of individuals when their expertise is needed. The basic building team usually consists of the library director and staff, selected board members, appropriate government officials, the architect, and later, the building contractor.

The library's building team prepares a building program. The building program is a detailed summary of the library's service population, its service statistics, its goals and programs, its projected needs for space and furnishings, and how the library departments should interact. The building program will be used as a major tool by the architect in drafting a design that will meet the library's needs.

Hiring the right architectural firm is the most critical step in a successful building program. While experience with library design is important, rapport and the ability to communicate between the architect and the library's building team are also highly desirable. The architect should be free to create an individual design but should also receive a great deal of input from the team regarding the library's specific needs.

It is not possible to over-prepare for a building project. Building projects can be frustrating and time-consuming, but they allow the library staff and board to take on the exciting challenge of planning for the community's future library service. The rewards, like the challenges, are great.

A library's staff and board of trustees cannot include all the expertise and training the library will need to conduct its programs. At some time, every library will need the services of an outside consultant. Consultants can suggest procedures, prevent mistakes, introduce new ideas, and defuse controversy.

Appropriate consultant services may include:

>a certified public accountant (CPA)

>an attorney

>a building consultant

>an architect

>a library services consultant

>an automation consultant

>a professional fundraiser

>any other expert who is able to assist the board with a specific problem.

The library board should draft a "Request for Proposal" (RFP) for the needed services for potential consultants to review. After a bid is selected, a contract should be executed by the library board chair and the consultant before the consultant begins the project.

Library Automation

Library automation projects are important for upgrading the efficiency of library services. Automation is a complex area and often requires hiring a consultant or outside advisor. Some examples of library automation projects are:

>purchasing a microcomputer and software packages for automating office work, implementing electronic mail, or accessing local databases

>installing an OCLC terminal to gain access to the international library database for interlibrary loan and other services

>subscribing to online reference services to gain information on business, agriculture, medicine, law, science, education, and other topics

>installing a fax machine for high speed document delivery to or from other locations

>purchasing an automated online library system.

A library with heavy circulation and a variety of programs may benefit from a fully automated online library system, which integrates circulation, patron records, public access library catalogs, and online subject searching. A library automation system can result in vastly improved and expanded services to library users, but it is a major and ongoing investment that should be purchased after extensive research and investigation.

SECTION 9: PUBLIC RELATIONS

Public Relations Policy

Communicating to the community about library services and programs is of great importance. The library system was established to serve the community, but if citizens are not aware of this resource, then the services remain unused.

Public relations is more than sending press releases announcing board meetings or operating hours. Public relations involves educating and informing distinct groups in the population about the programs, services, needs, and opportunities offered by public libraries.

Across the state, many people take libraries for granted. It is important that libraries and library boards work to keep libraries and library services top-of-mind. A strong library system is an important part of the infrastructure of any community. A proactive communications plan helps business leaders, economic developers, public officials, and the general public remain aware of library services and resources.

Increasing library viability and, therefore library usage is an important function in which the library director and trustee must work together.

Developing specific assignments and responsibilities is vital when drafting a public relations policy. The trustees and library director should review the long-range and short-term goals of the library and look at ways that public relations tools and activities can help attain them.

Most public boards choose among themselves and name one representative (usually the board chairman) to serve as board spokesperson when dealing with news media personnel. This provides the media with one contact person and makes sure the board "speaks with one voice."

The library system's public relations policy should be formal, list specific responsibilities, and be used as a positioning and information tool within the community.

Library Target Audiences

When developing a public relations policy, look around your community and identify specific important groups and develop ways to communicate with them.

Library target audiences may include:

>local politicians
>Chamber of Commerce
>civic clubs
>adult literacy advocates
>disabled persons
>children and
>business community
>schools
>churches
>senior citizens
>non-english speaking
>general public.

Look for opportunities and ways you can tell these groups about the programs, services and important resources that your library and library system provide.

Friends of the Library

Friends of the Library organizations are multifaceted library supporters and assisters intent on a definite purpose in helping libraries give the best service possible. Friends' groups extend the circle of contacts in the community begun by trustee board members. Often, it is from these loyal believers and supporters of libraries that trustee members are chosen. The Friends extend their great enthusiasm, eagerness and assistance in a variety of ways.

Friends groups set their own purposes, consistent with the needs of the library. It is the responsibility of the board to work closely with the Friends, encouraging them and informing them of the library's policies and programs. Part of this informational program may be to invite an official observer of the Friends' group to the meetings of the board. In turn, the board should attempt to keep itself informed of upcoming Friends' programs. Some boards appoint one of their members to act as liaison to the Friends to coordinate the Friends' programs with the library's plan and its policies. The board and every board member individually should make an effort to avoid, even unintentionally, dominating the group. An independent Friends' group that is freely chooses to support the library can be much more effective in gaining widespread community support than one that is acting as and extension of the library board.

The vital supplementary and supporting role that this concerned group plays in enhancing and enriching the library is reflected in their diverse activities as follows:

>Assisting with services: acting as tour guides within the library; assisting with projects to the disabled, shut-ins, imprisoned, and hospitalized; clerical help; conducting story hours; developing attractive brochures; purchasing equipment; host and hostessing for special functions at the library; landscaping and general maintenance; scholarships and staff development assistance; and supplying and arranging exhibits.

>Publicizing the library's services: through Friends' membership drives, informs non-users of library services; draws attention to the library as the educational, recreational, and social focal point of the community; speaks at public meetings and to individuals about the library's services, programs, activities, resources, and needs.

>Raising special funds: author receptions, musical events, house tours, tractor pulls, rodeos, book sales, antique bazaars, art shows, plays.

> Other assistance: legislative communication to city and county governing authorities and state and national legislators; special projects; cultural programs; campaign for a new building or expansion or renovation of an existing building.

Informed Friends' groups and Trustee Board members working cooperatively with and through the library director can be of valuable assistance in the total public relations efforts of the library.

Where no Friends of the Library group exists, the board may decide that a Friends' group is needed and be instrumental in organizing such a group. If so, an early understanding of the role of the Friends to the Board and to staff can be established reducing the possibility of later jurisdictional problems.

When Friends volunteer to help the library, it is with the review and cooperation of the trustee board, librarian and staff, all of whom should have a part in discussing the needs which might be the subject of work by the Friends. Friends should not expect the staff to have available unlimited time to work on projects; the board and librarian should discuss and determine how much time, money and personnel can be woven into the Friends group.

Trustee boards have legal governing responsibilities, including making policy recommendations. The librarian carries out the library's policies and has charge of the staff. Friends cooperate with both but interfere with neither. Generally speaking, library staff and board are encouraged to belong to the Friends group. However, current staff members and board members should not be officers in the Friends group in order to avoid conflict of interest allegations.

Organizing Friends' Groups

The library director and board usually decide that a Friends' group is needed. Sometimes, however, interested citizens approach the librarian to suggest formation of a Friends' group. In either case, the board of trustees and library director should be involved in setting forth the guidelines, roles, and structure of the Friends group.

First, the library director develops a small planning committee consisting of: active and concerned patrons, representatives from civic organizations, community leaders, trustee board member liaison, library director, and a cross section of the community.

This core planning committee meets to draft the goals, objectives and purpose of the Friends' group. The core committee also makes preliminary arrangement for the first public meeting by deciding: the time, length, and place of the first meeting, whom to invite-making certain a cross section of the community is invited, who will chair and explain the purpose, how to announce the meeting-fliers, telephone calls, newspaper, radio, personal contact, and what to include on the agenda.

The agenda for the first public meeting might include:

(1) Welcome by the Trustee Board chair

(2) Introduction by the library director

(3) Explanation of proposed purpose, goals, and objectives of the organization by the Friends core planning committee

(4) Resolution to form the group for a specific purpose and agreement on the subsequent meeting to adopt bylaws, elect officers and form committees.

At the next meeting, action should be taken on:

(1) Adoption of bylaws and articles of incorporation, written with the assistance of an attorney knowledgeable of state and federal requirements for nonprofit incorporation, tax-exempt status, recordkeeping, fund distribution, and reporting.

(2) Election of officers.

(3) Naming of standing committees to include: membership, fundraising, program, public relations, legislation, and special projects.

(4) Dues structure and membership period-ranging from $1 for students and senior citizens to $100 for benefactors on an annual basis.

(5) Meeting schedule and program planning.

More detailed treatment of Friends' groups' activities and organization can be found in FRIENDS OF FLORIDA'S PUBLIC LIBRARIES, edited by Janice Rae Sly and Louise Childers, and FRIENDS OF LIBRARIES SOURCEBOOK, edited by Sandy Dolnick.

Lobbying

The public library is irrevocably involved with the governmental authorities of the community. The NRS allows libraries to be created is several ways and the powers and powers and responsibilities of the library boards are specifically outlined for each. Even though the board has governance obligations, the public library will still be dependent on the local legislative body and occasionally the state legislature, for funding. Further, the public library will be subject to the influence of both federal and state legislative and executive branches.

All of these important governments authorities must be convinced of the worth of the library, realize its place in the community and local governmental structure, and comprehend its financial and other needs. To do public relations involves selling the library. Public relations specifically aimed at governmental authorities is usually termed "lobbying."

It is essential for board members to know the political process and to learn ways to affect decision-making. The board members should be the most effective lobbyists for the library at all levels-local, state, and federal. The library employee is typically seen as having a vested interest and the citizen-at-large does not often have the specific knowledge of library matters to be as effective. To be effective, the board must know current law affecting the public library and keep abreast of proposed legislation and executive regulations and their probable influence on the local library and the total library community. This is not a once-a-year assignment that coincides with the state legislative session or the local budgeting period.

Contact must be continuous with the local authorities, both on an informal basis and with formal written reports and oral presentations at meetings. board members should communicate in a consistent and timely manner by: getting to know the local authorities and telling them what libraries do for constituents, preparing facts and statistics and translating them into visible action, and preparing evidence of the need for legislation or funding.

Many boards invite representatives of the local government to a special meeting either annually or biennially. The local library is introduced as it currently operates and its policies and long-range plan are discussed.

Board members should involve the community - Friends' group, library users, civic groups and business contacts - to help put library issues before the voters and governing officials in an effort to gain favorable public sentiment.

In lobbying for state and federal action, the board should work closely with other trustee boards and Friends of the Library groups through the Nevada Library Association and the American Library Association. Both associations have established legislative networks to notify interested parties of pending legislation and the need for immediate contact with legislators or other authorities. Many boards select one of their members to act as the local liaison to the networks to eliminate confusion when immediate action is called for by the state or national coordinator.

Lobbying on the state and national scene, as on the local, is more effective if some contact has been made with the authorities before the critical moment. Legislators should be contacted before the legislative sessions since during the session they will have only limited time to hear comments or read letters.

An excellent reference treating legislative tips is PR HANDBOOK FOR FLORIDA'S PUBLIC LIBRARIES, compiled by Eileen Cobb.

SECTION 10: NEVADA STATE LIBRARY AND ARCHIVES

Mission Statement

The Nevada State Library and Archives serves government, business, libraries and citizens by providing a full range of information services, including reference and research; archival and records management; library planning and development; blind and physically handicapped programs; literacy programs; and development for state information policy to ensure public access to government information in all formats.

Agency Background

On November 29, 1861, the First Territorial Legislature created the function of the library. On February 14, 1865, the First State Legislature created the Nevada State Library. The archival role was officially identified in 1965 by the legislature and with public records these functions were administratively combined with the State Library by legislative action: Archives in 1979 and Records Management in 1983. In 1985, the agency's name was formally changed by the legislature to The Nevada State Library and Archives (NSLA) to reflect the expanded duties and responsibilities. (Nevada Revised Statutes Chapters 378, 379, 380A and 239).

The purpose of the agency is to provide reference, research, archival and records management services to public offices and their staffs. This function is extended to state and local government agencies, other libraries and researchers. The NSLA also coordinates the development of statewide plans and activities to enhance access to all types of information. These responsibilities are carried out by the Public & Technical Services Division, Library Development Division and the Division of Archives and Records under the administrative direction of the Office of the State Librarian.

Agency Overview

The Public & Technical Services Division provides for the informational and research needs of government agencies, libraries and researchers. This includes developing, maintaining and facilitating access to state and federal government documents collections, census data, Nevada and Reference collections. Also included are the management of the legislative telephone hotline and the Regional Library for the Blind and Physically Handicapped.

The Library Development Division coordinates statewide development of those library and informational services that provide maximum access to and utilization of the state's information resources to all Nevadans. The division administers federal, state and private grant operations, provides public library consulting services, collects public library statistics and publishes the NEVADA LIBRARY DIRECTORY AND STATISTICS.

The Archives and Records Management Division acquires, preserves, organizes, maintains, and makes government records available for use at state and local levels. This includes the development of appropriate policies and procedures, proposed legislation and public outreach.

The Nevada Literacy Coalition coordinates statewide programs with training, consultation and public outreach. Publications are developed for use in all programs and a statewide literacy directory is published.

The Office of the State Librarian is responsible for administering all functions of the agency, its services and operations. This office publishes the quarterly newsletter INFOCONNECTION, which provides information about the agency and the administration and use of LSCA funds throughout Nevada.

Nevada Council on Libraries

This group is appointed by the Governor in accordance with the Nevada Revised Statutes (Chapter 380A) and U.S. Public Law 101-254. The membership can vary but it usually consists of ten members who represent public libraries, trustees, school and academic libraries, the institutionalized, and the general public. The Council meets the first Thursday and Friday of the first week of each April in Carson City and the same days of the second week of August at a location which is announced in advance.

The Council serves to advise the State Librarian on matters concerning the development of libraries in Nevada. One of its primary tasks is to review grant applications from public and other libraries seeking financial support from federal and state sources of funds. To accomplish this, Council Members consider the status of Nevada's library development, trends of growth, adherence of local libraries to minimum standards, certification of librarians, services to special populations and other elements of library services to Nevadans. In addition to the federal Library Services and Construction (LSCA) funds, the State Legislature has periodically appropriated state funds for libraries.

SECTION 11: GOVERNOR'S LITERACY COALITION ADVISORY COUNCIL

Mission Statement

It is the mission of the Governor's Literacy Coalition Advisory Council to provide coordination, evaluation and promotion of programs and activities promoting adult and family literacy necessary to successfully reach our goal of a literate adult society by the year 2000.

Nevada Literacy 2000

The Governor's Literacy Coalition Advisory Council established by Executive Order of Governor Bob Miller in 1988 consists of twenty-five members representing state agencies who expend state or federal funds for adult literacy programming; schools, community colleges; universities; business; labor and non-profit organizations which provide adult literacy programs. It is the duty of the Advisory Council to:

1. Examine and make recommendations regarding the programs for literacy in this State, and

2. Establish a plan for coordinating programs and activities and for promoting and increasing literacy in the State.

The Council has developed a plan in cooperation with the national plan for education, AMERICA 2000, and the state plan, NEVADA 2000. The Governor's Literacy Coalition Advisory Council has developed the first statewide masterplan for family literacy. The plan is named "Nevada Literacy 2000" as a reflection of the support for the National Goals for Education as outlined in AMERICA 2000.

SECTION 12: SUGGESTED FURTHER READING

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SECTION 13: GLOSSARY OF COMMONLY USED TERMS AND ACRONYMS

AACR1, AACR2 - Anglo-American Cataloging Rules. Used as a standard for cataloging procedures and decisions in most libraries. AACR2 is the most recent revision.

ACCESS - Availability of the library and its services to residents of an area served. Also, the ability to reach sources of information.

ACCREDITED LIBRARY SCHOOL - A college or university offering a library program meeting standards of and officially accredited by the ALA.

ACQUISITION - The process of obtaining through purchase, gift or other means, the materials which make up the library's collection.

AMERICAN LIBRARY ASSOCIATION (ALA) - Founded in 1876, the ALA is the oldest and largest library association in the world. Its membership includes anyone interested in libraries of any type. The Nevada Library Association is a chapter of the ALA.

ALA - See American Library Association

ALTA - American Library Trustee Association, part of ALA.

ASSESSMENT - In Nevada, the process of determining the value of real property for the purpose of providing a base for the tax levy of governmental units.

AUDIOVISUAL - Applied to materials other than printed, such as tapes, films, records and slides.

BOOKING - The reservation of a film or other medium for use by a patron.

BIP - Books in Print.

BOOKS AND MATERIALS SELECTION - The process of deciding what books, periodicals, records, films, etc., should be bought for the library. Selection should be based on policy adopted by the board of trustees, funds available, and the goals and objectives of the library.

CALL NUMBERS - The classification of library materials, used to mark the item, list it in the card catalog, and shelve it properly. (See Dewey Decimal and Library of Congress.)

CATALOGING - The process of physically describing library materials.

CBC - Childrens' Book Council

CD-ROM - Compact disc/Read Only Memory. This storage medium has tremendous capacity and has replaced records for retail music sales. The statewide catalog and many other reference products are now produced solely in this format.

CIRCULATION - Statistics showing the use of the library by a count of library materials checked out. Also department or area of the library which receives returned material and checks out material to library users.

CLAN - Central Libraries Automated Network. A cooperative of the libraries of thirteen northern Nevada counties for an automated circulation system.

COLLECTION - A term for the library's total holdings; the total materials on hand for library users. A special collection refers to an area of emphasis, i.e., regional author's local history, etc.

COMPETITIVE WRITTEN BID - Bid submitted on a bid form furnished by the buying library system and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor.

COOPERATIVE - Any joint effort by two (2) or more public library systems to improve library services.

DEWEY DECIMAL SYSTEM - Method of classifying library materials based on the use of decimals. Developed by Melvyl Dewey.

FLSA - Fair Labor Standards Act

FOLUSA - Friends of Libraries U.S.A.

FSCS - Federal State Cooperative System for Public Library Data

EEOC - Equal Employment Opportunity Commission

FTE - Full-time equivalent. Used when budgeting and reporting library employees.

FY - Fiscal year. Used in budgeting.

GPO - U.S. Government and Printing Office

HIGHROLLER - Monthly publication of the Nevada Library Association

I & R - Information and referral.

INTERNET - An international computer network that allows connections with various computer systems and other participating libraries.

INTERLIBRARY LOAN -(ILL) - A system of interlibrary cooperation that lets libraries put their users in touch with materials they need, even when the library does not have the specific item in its collection. Basically, one library borrowing from another in order to serve the user.

ISBN - International Standard Book Number.

ISSN - International Standard Serial Number.

LAMA - Library Administration and Management Association.

LIBRARY OF CONGRESS - The library in Washington D.C., which serves the U.S. Congress and other libraries in increasing forms of service.

LSCA - LIBRARY SERVICES AND CONSTRUCTION ACT - Provides federal funds which are reappropriated in Nevada and administered by the Nevada State Library and Archives.

Title I - Services (Public Libraries)
Title II - Construction
Title III - Multi-type Interlibrary Cooperation

MARC - Machine Readable Cataloging. A standard format for computer data about library materials, originated by the Library of Congress and now prevalent around the world.

MLS - Master of Library Science. May also appear as MLS to reflect information science.

MEDIA - In reference to libraries, books, and audio-visual materials.

MPLA - Mountain Plains Library Association.

NLA - Nevada Library Association

NLW - National Library Week

NALIS - Nevada Academic Libraries Information System - a statewide information resource that provides access to a variety of information resources, including catalogs of other libraries from around the nation and various indexes to journals and magazines across the disciplines.

NCRL - Nevada Colleges and Research Libraries section of the Nevada Library Association

NREN - National Research and Educational Network was created by federal legislation to provide one master national computer network.

NRS - Nevada Revised Statutes

NSCLS - Nevada School Libraries and Children's Services Section of the Nevada Library Association.

NSLA - Nevada State Library and Archives

NONPUBLIC LIBRARY - A school, college, or university, medical, business, law or other special library.

OCLC, INC. - Online Computer Library Center. A major computer vendor (bibliographic utility) which offers a shared national data base of over ten (10) million records for cataloging, interlibrary loan, etc. Based in Columbus, Ohio.

OIF - Office for Intellectual Freedom of the American Library Association.

OLOS - Office for Library Outreach Services of the American Library Association.

ONLINE SYSTEM - Connection of a distant user terminal to a central computer through a continuing communication hookup.

PATRON - A person who uses the library.

PER CAPITA - By the head. Refers to allocation of funds based on population or service statistics calculated by the person.

PAC - Public access catalog, a user-friendly terminal, either touch or keyboard, which permits patrons access to an electronic card catalog.

PUBLIC LIBRARY - A library which provides customary services, without charge, to all residents of a city, county, or region and is supported in whole or in part by public funds.

PLA - Public Library Association

PLAN/NALT - Public Libraries Association of Nevada/Nevada Association of Library Trustees

PLUS - Project Literacy U.S.

RECORDS MANAGEMENT - A division of the Nevada Department of Library, Archives and Public Records. Establishes standards, procedures, and techniques for effective management of public records of Nevada's state and local governments. Provides consulting, training, and education in records management for state and local government personnel.

SERIALS - Publications such as magazines, newsletters and journals that are published in sequence. So-called because they carry serial numbers indicating volume and issue.

SHELFLIST - A file, usually on card of books owned by the library, arranged in the same order as the books appear on the shelf, that is by Dewey Decimal Classification or other classification system. Useful for inventory, examining a particular subject to see what the collection needs are, etc.

SPECIAL LIBRARY - a library, often located in business, industries, or institutions, such as prisons, serving the special needs of its users.

STANDARDS - Generally accepted criteria of suggested minimum deemed essential for proper operation of the library. May apply to physical facilities, collection, budget, and personnel.

SYSTEM - A library made up of more than one service outlet, usually administered from a central location. It may consist of branches of a rural or urban library, a cooperative agreement among several different library entities, a contractual agreement among a library and several counties, etc.

TRUSTEES OF THE LIBRARY- The legal term used in Nevada for those appointed by local officials to serve as advisors to the library.

VERTICAL FILE - The way in which certain library materials are organized for access. Usual contents are pamphlets, clippings, photographs, etc.

WEEDING - Disposing or removing books and other library materials no longer up-to-date or useful to library patrons. Weeding keeps a collection current while making room for new material. Also useful in the evaluation of library material and its use.

WHCLIS - White House Conference on Libraries and Information Services.

WolfPAC - Online public access catalog to library materials held by all of the UNR libraries, the DRI libraries, and the Learning Resources Centers of Northern Nevada Community College, Truckee Meadows Community College, and Western Nevada Community College.

SUPPLEMENT 1: Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

(Joint statement of the American Library Association and the Association of American Publishers, May, 1953.)

SUPPLEMENT 2: Library Bill of Rights

"The American Library Association affirms that libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information representing all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of his origin, age background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

(Adopted by the American Library Association Council, January, 1980.)

SUPPLEMENT 3: Citizen's Request For Review of Library Material

Library policy requires that complaints be filed on this form so that the complaint can be reviewed in detail. Copies of the library' materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

1. Author:
2. Title:
3. Publisher (if known):
4. Request initiated by:
5. Telephone:
6. Address (City, State, Zip):
7. Do you represent:
   yourself:
   name of organization:
   other group:
8. To what in the work do you object (Cite specific pages or passages):
9. Did you read the entire work (if not, what parts?
10. What do you feel might be the result of reading this work?
11. What do you believe to be the theme of this work?
12. For what age group would you recommend this work?
13. Are you aware of judgements of this work by literary critics?
14. Is there anything you can recommend about this work? Does it have any value?
15. What would you like your library/school to do about this book?
    a._____do not assign/lend it to my child
    b._____withdraw it from all readers/students as well as my child
16. In place of this work, what other work of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

_____ _____

Date Signature of Complainant

SUPPLEMENT 4: Minimum Public Library Standards for Nevada

1. Library Board of Trustees shall operate by written by-laws adopted by the Board and submitted to the County Commission or City Council/Supervisors.

2. The Library Board of Trustees shall have a written masterplan of service covering five years and updated every two years (NRS 379.003).

3. The Library Board of Trustees shall adopt written policies for the operation of the library including, but not limited to, selection of materials and request for reconsideration; personnel; facility use; interlibrary loan; circulation; collection development; and confidentiality.

4. Public libraries shall spend a minimum of 10% of their budget for books and materials selected to meet community needs.

5. Public libraries shall provide a basic reference collection in conformance with guideline adopted by the Nevada Council on Libraries.

6. The Library Board of Trustees shall present to the Nevada State Library and Archives (NSLA) a written annual report, which includes an annual operating budget and shall participate in the annual FSCS public library statistics program through NSLA.

7. Public library systems should be managed by a director who has a Master's Degree in Library Science from an ALA accredited institution. Equivalence shall be established by the certification process to be adopted by the Nevada Council on Libraries in Spring 1994 and implemented by 1998.

8. All public library systems serving populations of 300 or more shall be open a minimum of twenty hours per week and shall offer some night and/or weekend hours.

9. All public libraries shall have a library building which meets community needs, including adequate space, lighting, shelving, seating, access by the disabled and adequate public restroom facilities.

10. All public libraries shall have a telephone, photocopier, microcomputer and other equipment to facilitate access to information.

11. All libraries shall publicize services, hours of opening, borrowing rules, location and telephone numbers.

12. Libraries which receive state or federal support shall participate in state-wide interlibrary loan and reciprocal borrowing programs.

13. Libraries not meeting one or more of the above standards, shall develop a plan for coming into compliance as part of their local five year masterplan submitted to NSLA and the Nevada Council on Libraries.

(Adopted by the Nevada Council on Libraries, August 1992.)

SUPPLEMENT 5: SAMPLE MEETING POSTING FORM

NOTICE OF PUBLIC MEETING

WHO:

WHERE:

WHEN:

AGENDA

Introduction of members and audience.	Chairperson
ACTION ITEM: Approval of minutes of previous meeting	Chairperson
1.	
2.	
3.	
4.	
Old business	Chairperson
New business	Chairperson
PUBLIC COMMENT: Chair may also recognize public comment at any time	Chairperson
ACTION ITEM: Set date and location of next meeting	Chairperson

ADJOURN

If you need special accommodations such as an interpreter, brailled documentation, etc., please contact _____ _____ By: _____
Name of Contact Telephone number Date

This Notice of Public Meeting was posted on (date) at:

Nevada State Library & Archives
401 N. Carson St.
Carson City, NV 89710
Fax: 887-2630

Nevada Legislature
401 S. Carson St.
Carson City, NV 89710
Fax: 687-5962

Washoe County Library
301 S. Center Street
Reno, NV 89505
Fax: 785-4692

Las Vegas/Clark County
Library District
833 Las Vegas Blvd.
Las Vegas, NV 89101
Fax: 382-1280

Other locations as noted:

-ANNOTATIONS-

Attorney General's Opinions.

Types of libraries provided for under chapter. Four different types of public libraries are provided for under NRS ch. 379. AGO 169 (8-28-1964)

GENERAL PROVISIONS

379.002 Goal of public libraries and information centers. It is the goal of the state's publicly supported libraries and information center to provide the resources and trained staff to meet the informational needs of all citizens.
(Added to NRS by 1981, 996)

379.003 Master plan for libraries. The governing body of every public library in this state shall develop, through a continuing process of planning, a master plan for the library of libraries for which it is responsible, including plans for levels of library services and resources, and shall submit the plan to the Nevada council on libraries. The master plan must be designed to extend 5 years into the future and must be made current at least every 2 years.
(Added to NRS by 1981, 996)

379.005 Definitions. As used in this chapter, unless the context otherwise requires, the works and terms defined in NRS 379.0051 to 370.0059, inclusive, have the meanings ascribed to them in those sections.
(Added to NRS 1967, 1058; A 1981, 996, 1985, 8)

379.0051 "Consolidated library" defined. "Consolidated library" means a library established pursuant to NRS 379.0221.
(Added to NRS by 1985, 7)

379.0053 "County library" defined. "County library" means a library established pursuant to NRS 379.010.
(Added to NRS by 1985, 7)

379.0055 "District library" defined. "District library" means library established pursuant to NRS 379.021.
(Added to NRS by 1985, 7)

379.0057 "Public library" defined. "Public library" means a consolidated, county, district, city or town library, a group of libraries which have entered into an interlocal agreement or any other library predominantly supported by public money.
(Added to NRS by 1985, 7)

379.0059 "Town library" defined. "Town library" means a library maintained pursuant to NRS 379.023.
(Added to NRS by 1985, 7)

379.010 County library: Establishment and maintenance; county library fund.

1. The board of county commissioners of each county may set apart a sum of money to be used in the establishment and maintenance of a public library in the county. Each year thereafter the board of county commissioners may set apart an amount of money for the purpose of operating and maintaining the library.

2. The fund so created is the county library fund.

[1:187:1925; A 1927, 84; 1943, 53; 1949, 110; 1955, 333]-(NRS A 1957, 20; 1967, 1060; 1981, 997)

379.020 Trustees of county library: Appointment; terms, vacancies, compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4 year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than $40 per meeting, with a total of not more than $80 per month, an may provide travel expenses and subsistence allowance for members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214]-(NRS A 1959, 329; 1967, 1060; 1971, 133; 1981, 997; 1989, 612)

379.021 County library district: Procedure for formation; levy of tax for maintenance; library fund.

1. Whenever in any county a petition or petitions praying for the formation of a county library district and the establishment of a public library therein setting forth the boundaries of the proposed library district, certified by the district judge of any judicial district as being signed by 10 percent of the taxpayers of by taxpayers representing 10 percent of the taxable property in the proposed county library district, as shown by the last preceding assessment roll of the county, is presented to the board of county commissioners of the county in which the territory of the proposed county library district is situated, accompanied by an affidavit or affidavits of one or more of the signers thereof that the signatures thereto are genuine, the board of county commissioners shall, at the next regular meeting after the petition or petitions are so presented:

(a) Pass a resolution to the effect that a county library district with properly defined boundaries is to be established and cause to be published a notice thereof in a newspaper of general circulation within the district once a week for a period of 2 weeks; and

(b) Allow 30 days after the first publication of the notice during which all taxpayers of the district in which the district library is to be situated have the right to file protests with the county clerk.

2. If the aggregate of protests is less than 10 percent of the taxpayers voting in the last general election, the board of county commissioners shall order the creation of such county library district and the establishment of a public library therein and levy taxes in support and continued maintenance of such library in accordance with subsection 5.

3. If the aggregate of protests is more than 10 percent of the taxpayers voting in the last general election, the board of county commissioners shall:

(a) Proceed no further with reference to the establishment of a county library district without submitting the question to the voters; and

(b) Hold the election as soon as practicable and as nearly as may be in accordance with the general election laws of the state.

4. If the majority of votes cast at the election is against the establishment of the county library district, the question is lost and the board of county commissioners shall proceed no further. If the majority of votes is in favor of the county library district, the board of county commissioners shall, within 10 days after such election, order the creation of the county library district and establishment of a public library therein.

5. Upon the creation of a county library district and establishment of public library therein, the board of county commissioners shall, a the next time for levying taxes and in each year thereafter, at the time and in the manner other taxes levied, levy a tax upon all taxable property in the county library district for the purpose of creating and maintaining a fund known as the library fund.

(Added to NRS 1967, 1058; A 1981, 997)

-ANNOTATIONS-

Attorney General's Opinions.

Boundaries of library district. Under former NRS 379.080 (cf. NRS 379.021), newly established county library districts may embrace all or any portion of county not within already-existing public library district of some type. AGO 169 (8-28-1964)

379.022 Trustees of county library district: Appointment; terms; vacancies; compensation; expenses;removal; additional trustees if service extended.

1. After ordering the creation of a county library district and the establishment of a public library therein as provided in NRS 379.021, the board of county commissioners shall appoint five competent persons who are residents of the county library district to serve as district library trustees.

2. The term of office of the trustees appointed pursuant to subsection 1 are as follows:

(a) Three persons appointed for terms of 2 years.

(b) Two person must be appointed for terms of 4 years. Thereafter the offices of district library trustees must be filled for terms of 4 years in the order in which the terms expire. No person may be appointed to hold office for more than two consecutive 4-year terms.

3. A vacancy in the office of district library trustee which occurs because of the expiration of the term must be filled by appointment by the board of county commissioners for a term of 4 years. A vacancy which occurs other than by expiration of the term must be filled by appointment by the county commissioners for the unexpired term.

4. The board of district library trustees may provide compensation of members of the board in an amount of not more than $40 per meeting, with a total not more than $80 per month, and may provide travel and subsistence allowances for the members in the same amounts as are allowed for employees of the county library district.

5. The board of county commissioners may remove any district library trustee who fails, without cause, to attend three successive meetings of the trustees.

6. If the library trustees of any county library district have entered into a contract pursuant to NRS 379.060 with any city within the county, they may add to their number two additional library trustees who are appointed by the governing body of the city to represent the residents of the city. The terms of office of the two additional library trustees are 3 years or until the termination of the contract with the city for library services, if that termination occurs sooner. The

additional library trustees have the same posers and duties as the trustees appointed pursuant to subsection 1.

(Added to NRS by 1067, 1059; A 1971, 133; 1981, 336 998; 1989, 612)

379.0221 Consolidated library district: Consolidation of city into county library district in certain counties. The trustees of a county library district in any county whose population is 400,000 or more and the governing body of any city within that county may, to establish and maintain a public library, consolidate the city into the county library district.

(Added to NRS by 1985, 7; A 1989, 1923)

379.0222 Trustees of consolidated library district: Appointment: terms; vacancies; compensation; expenses; removal.

1. After the consolidation of a city into a county library district, the board of county commissioners and the governing body of the city shall each appoint five competent persons who are residents of the new consolidated library district to serve as trustees.

2. The terms of office of the trustees appointed pursuant to subsection 1 are as follows:

(a) Three persons appointed by each governing body must be appointed for terms of 4 years.

(b) Two person so appointed must be appointed for terms of 2 years. Thereafter the offices of trustees must be filled for terms of 4 years in the order in which the terms expire. No person may be appointed to hold office for more than two consecutive terms.

3. A vacancy in the office of trustee which occurs because of the expiration of the term must be filled by appointment for a term of 4 years. A vacancy which occurs other than by expiration of the term must be filled by appointment for the unexpired term.

4. The trustees are entitled to receive a salary of $40 per meeting, but not more than $80 per month, in addition to the travel and subsistence allowance in the same amounts as are provided for employees of the consolidated library district.

5. The board of county commissioners or governing body of the city, as the case may be, may remove any trustee appointed by it who fails, without good cause, to attend three successive meetings of the trustees.

(Added to NRS by 1985, 7: A 1989, 613)

379.0223 Consolidated library district: Name. The name of any consolidated library district established pursuant to NRS 379.0221 must be selected by the trustees and include the name of the largest city within the boundaries of the consolidated library district.

(Added to NRS by 1985, 8)

379.0224 Consolidated library district: Boundaries. The boundaries of any consolidated library district include all of the area of:

1. The city;

2. The county library district at the time of the establishment of the library district, except for any area annexed before the effective date of this act by another city which established a city library pursuant to NRS 379.105; and

3. Any other county library district which has merged with the county library being consolidated. The boundaries of the consolidated district are not altered by annexations by a city after March 4, 1985.

(Added to NRS by 1985, 8)

379.0225 Trustees of consolidated or county library district may propose issuance of general obligation bonds for libraries; procedure before issuance; period for redemption of bonds issued for certain purposes.

1. The trustees of a consolidated or county library district may propose the issuance of general obligation bonds in an amount not to exceed 10 percent of the total last assessed valuation of the taxable property of the district for the purpose of acquiring, constructing or

improving buildings and other real property to be used for library purposes of for purchasing books, materials or equipment for newly constructed libraries.

2. If the trustees decide to propose the issuance of bonds, the proposal must be submitted to the general obligation bond commission of the county in which the district is situated, pursuant to the provisions of NRS 350.001 to 350.006, inclusive. If a majority of the electors voting on the question favors the proposal, the board of county commissioners shall issue the bonds as general obligations of the consolidated or county library district pursuant to the provisions of the Local Government Securities Law.

3. Any bond issued for purchasing books, materials or equipment for newly constructed libraries must be redeemed within 5 years after its issuance.

(Added to NRS by 1981, 996; A 1985, 9; 1989, 613)

379.0227 Consolidated library district: Levy of tax; fund for the consolidated library; transfer of money to separate account.

1. Upon the establishment of a consolidated library district, the board of county commissioners shall, at the next time for levying taxes and in each year thereafter, at the time and in the manner other taxes are levied, levy a tax upon all taxable property in the consolidated library district for the purpose of creating and maintaining a fund known as the fund for the consolidated library.

2. All money received by the county treasurer pursuant to subsection 1 and NRS 379.026 may be transferred to a separate account established and administered by the trustees of a consolidated library district in accordance with the provisions of NRS 354.603.

(Added to NRS by 1985, 8: A 1989, 614)

379.023 Town library: Establishment and maintenance; levy of tax; town library fund.

1. Any free public library existing on July 1, 1967, which was established in an unincorporated town pursuant to the provisions of chapter 90, Statutes of Nevada, 1895, or of NRS 379.120, inclusive, may be maintained pursuant to NRS 379.005 to 379.040, inclusive.

2. So long as such library is so maintained, the board of county commissioners of the county in which such library exists shall each year, at the time and in the manner other taxed are levied, levy a tax upon all taxable property in such unincorporated town for the purpose of maintaining a fund to be known as the town library fund.

(Added to NRS by 1967, 1059: A 1981, 999)

379.025 Powers and duties of trustees of consolidated, county district, town or other public library.

1. The trustees of any consolidated, county, district town, or other public library, and their successors, shall:

(a) Establish, supervise and maintain a library.

(b) Appoint, evaluate the performance of and, if necessary, dismiss a librarian.

(c) Hold and possess the property and effects of the library in trust for the public.

(d) In the case of a county library, submit annual budgets to the board of county commissioners, containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.

(e) In the case of a consolidated, district or town library, prepare annual budgets in accordance with NRS 354.470 to 354.626, inclusive.

(f) In the case of a consolidated library district, administer any separate account established pursuant to NRS 354.603.

(g) Establish bylaws and regulations for the management of the library and their own management.

(h) Manage all the property, real and personal, of the library.

(i) Acquire and hold real and personal property, by gift, purchase or bequest, for the library.

(j) Administer any trust declared or created for the library.

(k) Maintain or defend any action in reference to the property or affairs of the library.

2. The trustees may:

(a) Make purchases and secure rooms.

(b) Authorize the merger, subject to the limitations in NRS 379.0221, the consolidation of a town or city library with a county library district.

(c) Invest the money in the appropriate library fund in accordance with the provisions of chapter 355 or NRS.

(d) Do all acts necessary for the orderly and efficient management and control of the library.

(Added to NRS by 1959, 328; A 1967, 1060; 1969, 492; 1981, 999; 1985, 9; 1989, 614)

-ANNOTATIONS-

Attorney General's Opinions.
Authority of trustees over gift fund.
Under NRS 379.025 and 379.026, county library trustees may expend moneys of library gift funds without prior approval of county commissioners. AGO (3-1-1963)

379.026 Gift funds of libraries: Establishment; source; use; investment of money.

1. The trustees of any consolidated, county, district or town library may establish with the county treasurer, as custodian, a special fund, to be known as the gift fund of the ..... consolidated library, the gift funds of the county library, the gift fund of the ..... district library of the gift fund of the ..... town library, as the case may be. The money in such a fund must be derived from all or any part of any gift, bequest or devise, including the interest thereon. The fund must be a separate and continuing fund and no money in the fund reverts to the general fund of the county at any time.

2. The money in a gift fund of a library may be used for construction of new library buildings, capital improvements to library buildings, special library services or other library purposes. No expenditure from a gift fund of a library may be made until authorized by the trustees.

3. The trustees may invest or reinvest all or part of the money in the gift fund of a library in any investment authorized for city and county money under chapter 355 of NRS.

(Added to NRS by 1961, 354; A 1967, 1061; 1985, 10)

-ANNOTATIONS-

Attorney General's Opinions.
Authority of trustees over gift fund.
Under NRS 379.025 and 379.026, county library trustees may expend moneys of library gift funds without prior approval of county commissioners. AGO (3-1-1963)

379.027 Powers and duties of librarian. The librarian of any consolidated, county, district or town library shall administer all functions of the library, employ assistants and carry out the policies established by the trustees of the library, and may recommend policies to the trustees.

(Added to NRS by 1959, 328; A 1967, 1061; 1981, 1000; 1985, 10)

379.030 Payment of claim against library fund.

1. All claims for indebtedness incurred or created by the trustees of any consolidated, county, district or town library must:

(a) Be audited and approved by a majority of the trustees;

(b) Be presented to and acted upon by the board of county commissioners, unless a separate account has been established pursuant to NRS 354.603; and

(c) Be paid out of the appropriate library fund in the same manner as claims against the county are presented, acted upon and paid.

2. In no case may any claim except for a library and reading room be allowed or paid out of the appropriated library fund.

3. Any money remaining in the county library fund on June 30 of an year reverts to the general fund of the county.

[3:187; NC SS 5597]-(NRS A 1967, 1061; 1981, 1000; 1985, 10; 1989, 615)

-ANNOTATIONS-

Attorney General's Opinions.

Compliance with statutory procedure required for bids. County library trustees county commissioners and thus must comply with statute requiring advertisement for bids for county contracts. AGO 86 (11-16-1943)

379.040 Library to be free and accessible to public; regulations of trustees. The library and reading room of any consolidated, county, district or town library must forever be and remain free and accessible to the public, subject to such reasonable regulations as the trustees of the library may adopt.

[4:187:1925;NCL SS 5598]-(NRS A 1967, 1061;1985, 10)

379.050 Transfer of property of district library to new county library in certain counties; merger of county library districts in certain counties; merger or consolidation of city or town library with county library district.

1. Whenever a new county library is provided for in any county whose population is 25,000 or more, the trustees of any district library in the county previously established may transfer all books, funds, equipment or other property in possession o such trustees to the new library upon demand of the trustees of the new library.

2. Whenever there are two or more county library districts in any county whose population is 25,000 or more, the districts may merge into one county library district upon approval of the library trustees of the merging districts.

3. Whenever there is a city or a town library located adjacent to a county library district, the city or town library may:

(a) Merge with the county library district upon approval of the trustees of the merging library and district; or

(b) Subject to the limitations in NRS 379.0221, consolidate with the county library district.

4. All expenses incurred in making a transfer or merger must be paid out of the general fund of the new library.

[1:140:1929; A 1956, 213] + [2:140:1929; NC SS 5600]-(NRS A 1967, 1062; 1969, 493; 1985, 11; 1989, 1923)

379.055 Transfer of county library district's property, money, contracts and appropriations to consolidated library district. All property, money, and contracts of, and appropriations to, the county library district being consolidated become the property, money and contracts of and appropriations to, the consolidated library district.

(Added to NRS by 1985, 8)

379.060 Extension of services of consolidated, county or district library; Contracts with counties, cities, towns and school districts.

1. The trustees of any consolidated, county or district library shall cooperate with and enter into contracts with the board of county commissioners of any other county, or with any city or town in any other county, or with any school district, when necessary to secure to the residents of the other county, or to the residents of the city or town in the other county, or to the

pupils of the school district, the same privileges of the consolidated, county or district library as are granted to or enjoyed by the residents of the county or consolidated or county library district, or such privileges as may be agreed upon in the contract. The consideration agreed upon must be specified in the contact, and must be paid into the consolidated, county or district library fund or a special fund for library purposes of the county providing the service.

2. Any contracting county, city town or school district may terminate any contract which may be entered into upon such terms as may be agreed upon by the parties thereto.

3. Any county, city or town wherein a library has been established may cooperate with and contact with the trustees of any consolidated, county, district or town library to obtain for the residents of the county, city or town an increase in library services or such privileges as may be agreed upon.

4. The trustee of any consolidated, county or district library may cooperate with and contact with the board of county commissioners of an other county, relative to any phase of library service.

5. Any county, city or town contracting for library service may at any time establish a library for the use of its inhabitants, whereupon its contract for service may be continued or terminated on such terms as may be agreed upon by the parties thereto.

6. The tax-levying body of any county, city or town contracting to receive library services may budget for and levy a tax to meet the terms of the contract. The board of trustees of a school district may budget to meet the terms of the contract.

7. The trustees of the consolidated, county or district library providing services may expend any amounts received in consideration of any such contract in addition to the amount budgeted for the consolidated, county or district library.

[1:144:1945; A, 1956 213] + [2:144:1945; 1943 NC SS 5598.02] + [3:144:1945; 1943 NC SS 5598.03] + [4:144:1945; 1943 NC SS 5598.04]-(NRS A 1959, 279; 1961, 168; 1967, 1062; 1981, 1000; 1985, 11)

CITY LIBRARIES

379.070 Establishment and maintenance. Any free public library which has been established in a city pursuant to chapter 90, Statutes of Nevada 1895, or any other law prior to July 1, 1967, or which is established after July 1, 1967, may be maintained and shall be governed by the provisions of NRS 379.070 to 379.120, inclusive.

[1:48:1956]-(NRS A 1967, 1063)

379.105 Governing authority of city library: Governing body of city or trustees; powers and duties of governing authority.

1. The governing body of the city shall determine whether:
   (a) To constitute itself the governing authority of the city library; or
   (b) To appoint a board of trustees as such governing authority.
2. If library trustees are appointed, they and their successors shall:
   (a) Establish, supervise and maintain a library.
   (b) Appoint a librarian.
   (c) Hold and possess the property and effects of the library in trust for the public.
   (d) Submit annual budgets to the governing body of the city, containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.
   (e) Establish bylaws and regulations for the management of the library and their own management.
   (f) Manage all the property, real and personal, of the library.
   (g) Acquire and hold real and personal property, by gift, purchase or bequest, for the library.
   (h) Administer any trust declared or created for the library.

(i) Maintain or defend any action in reference to the property or affairs of the library.

3. If appointed, the library trustees may:

(a) Make purchases and secure rooms.

(b) Authorize the merger of a city library with a county library district.

(c) Do all acts necessary for the orderly and efficient management and control of the library.

4. The governing authority has all the powers and duties with respect to the city library that district library trustees have with respect to a district library.

(Added to NRS by 1959, 328; A 1965, 747; 1967, 1063; 1969, 493; 1981, 1001)

379.106 Gift fund.

1. The governing authority of any city library may establish with the city treasurer, custodian, a special fund, to be known as the "..... city library gift fund." The moneys in such a fund must be derived from all or any part of any gift, bequest or devise, including the interest thereon. The gift fund is a separate and continuing fund and no moneys in it reverts to the general fund of the city at any time.

2. The moneys in a city library gift fund may be used for construction of new library buildings, capital improvements to library buildings, special library services or other library purposes. No expenditure from a city library gift fund may be made until authorized by the its governing authority.

3. The governing authority of a city library may invest or reinvest all or part of the moneys in the city library gift fund in any investment authorized for city and county money under chapter 355 of NRS.

(Added to NRS by 1961, 354; A 1967, 1061; 19815, 1002)

379.107 Powers and duties of librarian. The librarian of any city library shall administer all functions of the library, employ assistants and carry out the policies established by the governing authority, and may recommend policies to the governing authority.

(Added to NRS by 1959, 328; A 1967, 1064; 1981, 1002)

379.120 Library to be free and accessible to public; regulations of governing authority. The library and reading room shall forever be and remain free and accessible to the people of the city, subject to such reasonable rules and regulations as the governing authority may adopt.

[6:48:1956]-(NRS A 1967, 1064)

REGIONAL LIBRARIES

379.142 "Political subdivision" defined. As used in NRS 379.142 to 379.146, inclusive, "political subdivision" means a consolidated, county, city or county library district, or legally established libraries therein.

(Added to NRS by 1959, 280;A 1965, 430;1985, 12)

379.143 Establishment and maintenance by agreement; apportionment of expenses; custody of money.

1. Any two or more political subdivisions may join in establishing and maintaining a regional library through a written joint agreement of their governing bodies.

2. The agreement shall provide for the fair apportionment of expenses and that the treasurer or other fiscal officer of one of the participating political subdivisions shall be selected as treasurer of the regional library and shall have custody of the funds of the regional library.

(Added to NRS by 1959, 280)

379.144 Transfer of money to regional library. The treasurer or other fiscal officer of the other participating political subdivisions shall transfer to the treasurer of the regional library all moneys collected for regional public library purposes in their respective political subdivisions, in accordance with a joint agreement.

(Added to NRS by 1959, 280;A 1965, 430)

379.145 Division of property on withdrawal. If one of the participating political subdivisions withdraws from the agreement, it is entitled to a division of the property of the regional library on the basis of its contribution.

(Added to NRS by 1959, 280)

379.146 Regional library board: Appointment; terms; number.

1. Each regional library shall be governed by a regional library board appointed in accordance with a method jointly agreed upon by the governing bodies of the participating political subdivisions, for a term of not more than 4 years.

2. The regional library board shall consist of not less than 5 nor more than 11 members.

(Added to NRS by 1959, 280)

REGIONAL NETWORK OF LIBRARIES

379.147 "Library" defined. As used in NRS 379.1473 to 379.149, inclusive, "library" includes public libraries, school libraries where authorized by school districts, academic libraries, special libraries and the state library and archives.

(Added to NRS by 1981, 726;A 1985, 125)

379.1473 Legislative declaration. The legislature declares:

1. That the state recognizes the desirability of supporting the extension of library services beyond the jurisdiction of any single library;

2. That the formation of a regional network of libraries is an effective means of providing services beyond local boundaries; and

3. That all public libraries in this state should be linked to regional networks to form a system of communications and provision of services which will encourage cooperation and maximum use of available resources.

(Added to NRS by 1981, 726)

379.1475 Agreement to form regional network of libraries.

1. The governing bodies of two or more libraries may enter into an agreement to form a regional network of libraries for the purpose of facilitating regional cooperation, improved communications and sharing of resources. The purposes of the regional network may be furthered by such activities as:

(a) Developing and operating interlibrary systems to improve access to dispersed library and information services.

(b) Applying new technologies for improved efficiency in the use and availability of resources.

(c) Improving access to advanced research which will help increase productivity and solve emerging problems of common concern.

2. An agreement to form a regional network of libraries is subject to the provisions of the Interlocal Cooperation Act.

(Added to NRS by 1981, 726)

379.148 Governing board of regional network of libraries: Members; organization; duties.

1. A regional network of libraries is governed by a board consisting of one representative from each participating entity.

2. The board shall:

(a) Elect its own officers.

(b) Establish rules for its own governance and bylaws for the operation of the regional network.

(c) Prepare an annual budget for the regional network.

(d) Develop, through a continuing process of planning, a master plan for the regional network of libraries for the provision of regional services. The master plan must be designed to extend 5 years into the future and must be made current at least every 2 years.

(Added to NRS by 1981, 726)

379.1483 Governing board of regional network of libraries: Duty to establish policies and procedures to govern programs and activities for libraries. The governing board of a regional network of libraries has primary responsibility for, and shall establish policies and procedures to govern, library programs and activities which extend beyond the jurisdiction of any single participating library. These programs and activities include but are not limited to libraries, interlibrary loans, development of data bases and utilization of new technologies for communication among libraries.

(Added to NRS by 1981, 727)

379.1485 Procedure for requests by participating library and governing board of regional network of libraries for grants of money related to regional services.

1. Whenever a participating library seeks a grant of money related to regional services from the state, the Federal Government or another source, it must first submit the request to the governing board of the regional network for review.

2. After review, the governing board of the regional network shall forward the request to the granting agency along with its comments and suggestions for priority. If the request is for a state grant, the granting agency must consider the priority designated by the governing board.

3. The governing board may request and receive gifts or grants of money from the state, the Federal Government or another source for purposes of the regional network. Among requests for state grants, requests from the regional network have priority over requests from participating libraries.

(Added to NRS by 1981, 727)

379.149 Power of governing board of regional network of libraries to contract with state agencies. The governing board of a regional network of libraries may enter into contracts with state agencies for:

1. The administration of grants of money for library purposes; and

2. The provision of library services, in the region served by the regional network.

(Added to NRS by 1981, 727)

MISCELLANEOUS PROVISIONS

379.150 Agreement with state librarian for improvement of services. Any library operated under the provisions of this chapter may enter into agreements with the state librarian, where the objective of the agreements is the improvement of library service.

(Added to NRS by 1957, 341)

379.160 Willful detention of or damage to property of public library; penalties; liability of parent or guardian.

1. Any person who willfully detain any book, newspaper, magazine, pamphlet, manuscript, filmstrip or other property of any public library or reading room for more than 30 days after receipt of written notice demanding the return of any such article or property shall be punished by a fine of not more that $500.

2. Any person who willfully cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus or other work of literature , art mechanics or object or curiosity deposited in any public library or reading room shall be punished by a fine of not more than $500.

3. The parent or guardian of a minor who willfully and maliciously commits any acts within the scope of subsection 1 or 2 is liable for all damages so caused by the minor.

(Added to NRS by 1957: A 1965, 125; 1967, 563; 1985, 114)